

Approval of April 3, 2003 Minutes
ADMINISTRATION COMMITTEE ATTACHMENT #3.1
Thursday, May 1, 2003

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
Administration Committee Minutes
April 3, 2003

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:08 a.m.

Committee Members Present:

Mayor William Alexander	City of Rancho Cucamonga
Councilmember Ron Bates	City of Los Alamitos
Councilmember Hal Bernson	City of Los Angeles
Mayor Richard Dixon	City of Lake Forest
Mayor Lee Ann Garcia	City of Grand Terrace
Supervisor Hank Kuiper	County of Imperial
Supervisor Judy Mikels	County of Ventura
Mayor Pro Tem Bea Proo	City of Pico Rivera
Mayor Ron Roberts	City of Temecula
Supervisor Charles V. Smith	County of Orange
Councilmember Sidney Tyler	City of Pasadena
Councilmember Toni Young	City of Port Hueneme

Committee Members Absent:

Councilmember Janice Hahn	City of Los Angeles
Mayor Ron Loveridge	City of Riverside
Mayor Bev Perry	City of Brea

Staff Present:

Bert Becker	Chief Financial Officer
Ed Paul	Internal Auditor

Others Present:

Ty Schuiling	SANBAG
Jeff Lustgarten	Cerrell
Ed Jones	SCAG Liaison
Phyllis Winger	City of LA/Councilman Bernson's Staff
Zahi Faranesh	SCAG
Jeff Davis	Caltrans
David Sosa	Caltrans
Catherine McMillan	CVAG
Jennifer Merrick	SCAG
Al Bowser	SCAG
Jacki Bacharach	SBCCOG
Mark Baza	Caltrans
Tim Jones	IVAG

2.0 PUBLIC COMMENT PERIOD

Jim Sims, Director of Information Services for SCAG stated that regarding Item 3.1.2 Contract Amendment for Aerial Information Systems, there originally were funds for this item in Budget Amendment #2. Since Budget Amendment #2 has been withdrawn, we do not know where we might find funds to move the project forward. The project is important enough to try and find other means of funds to support the project.

He further stated that Item 3.1.2 Software License Renewal for Thomas Brothers is currently in negotiations with SCAG because they have contract clauses related to exchange of data which inhibits our ability to exchange data with other agencies. If we are unsuccessful in getting the clauses modified we will come back and issue an RFP to competitively procure GIS products from Thomas Brothers or another vendor.

3.0 CONSENT CALENDAR

The Consent Calendar was MOVED (Councilmember Sidney Tyler), SECONDED (Mayor Ron Roberts), and UNANIMOUSLY APPROVED (Mayor Richard Dixon ABSTAINED from action on the minutes), with the exception of Contract for Environmental Science Associates, Contract Amendment for Aerial Information Systems, and Software License Renewal for Thomas Brothers, which were pulled from the agenda.

3.1 Approval Items

3.1.1 Minutes of the March 6, 2003 Meeting

3.1.2 Approval of Contracts

- Environmental Science Associates (Pulled)
- Judith Norman – Transportation Consultant
- Consultant for Gov't Affairs & Lobbying Services at the State Capital – (TBD)

A handout was provided to the Committee recommending Bauer Government Relations as the consultant.

Contract Amendment

- Aerial Information Systems (Pulled)

Software License Renewal

- Thomas Brothers (Pulled)

3.2 Receive & File

3.2.1 Conflict of Interest Listing (Info Only) RC Attachment

3.2.2 Contracts & P.O. Between \$5,000 - \$25,000

- Platinum DB Consulting

Purchase Orders

- AMPO Membership Dues
- Boise Cascade Office Products
- NARC Membership Dues

4.0 ACTION ITEMS

4.1 Administration Committee Report

4.1.1 Proposed Date, Location, and Budget for 2003 RC Retreat

The proposed date is Thursday and Friday, June 5 & 6, 2003. The proposed location is the Brea Civic Center. The proposed budget is up to \$14,000.

This item was MOVED (Councilmember Hal Bernson), SECONDED (Supervisor Charles Smith) and UNANIMOUSLY APPROVED with the following recommendations:

- All attempts should be made to minimize costs.
- A policy should be developed for future spending.

4.1.2 Proposed Changes to Conflict of Interest Policy

This item was MOVED (Supervisor Hank Kuiper), SECONDED (Mayor Ron Bates) and UNANIMOUSLY APPROVED with the following editing change:

- Change subparagraph (a) to read, "Any such consultant referred to above is also retained by the City Council or County Board of Supervisors ~~other Board to~~ which the elected official is a member of".

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Bert Becker informed the committee that Ed Paul has assumed the responsibilities for our accounting and budget operations, on an interim basis,

The dues increase that was adopted last month will go to the General Assembly on May 1, 2003, for adoption. We will be ready to mail dues invoices to the agencies on May 1, 2003, assuming the dues increase is adopted by the General Assembly .

Bert Becker informed the committee that this report includes the \$9.6 million added to the budget as part of Budget Amendment #1 approved on February 24, 2003. This brings the total budget to \$37.7 million.

It was anticipated that Budget Amendment #2 would be brought to the Committee at this meeting. We have met with Caltrans on the need for Budget Amendment #2 and it was determined that we did not need to go forward with the amendment. Only minor administrative issues were necessary and Caltrans has approved those.

5.2 FY 03-04 OWP Status Report

Janet Henderson, SCAG Senior Planner, stated that the public comment period on the Draft FY 03-04 OWP ended on March 31, 2003. SCAG received only one set of comments and that was from San Bernardino. No comments were received from the public. SCAG is waiting for comments from Caltrans and we will be meeting with them today to discuss their issues.

Two subregions have made requests for additional carryover money. This was anticipated and will cause a shift in our bottom line of money that is available in July.

An Intermodal Planning Group (IPG) meeting is scheduled for April 23, to discuss the comments with federal and state agencies, including FHWA, FTA, and Caltrans. These comments will be incorporated into the final OWP and will be brought back to the committee on May 1, 2003.

Councilmember Hal Bernson asked if follow-up was conducted as to why SCAG only received comments from San Bernardino.

Janet Henderson answered that a reminder of the deadline for comments was discussed at the Subregional Coordinator's Group meeting on March 27. We received minor comments from two other subregions, which were increases in carryover requests. Deadline reminder e-mails were also sent to the subregions.

5.3 Funding Alternatives Re: State Budget Fiscal Year 2003-2004

Bert Becker stated that SCAG is working with the Department of Finance and Caltrans Finance to determine legislative alternatives. The direct billing to the Federal Government is currently not an option in the short term. It is hoped that the Bank of the West and Caltrans will allow us to do what we did last year with our Line of Credit. If the bank does not allow this, it will cause a severe financial hardship. Paragraph 4, Defer Payments, Caltrans has advised us that they will not approve any contracts until the State Budget is approved therefore, that section of the attached memo is no longer applicable.

Bert Becker informed the Committee that if there is a contract that is being worked on now and work will carry on past June 30, we should have already been notified so that we could include those dollars in the new OWP using new money to fund the carryover work. If it was anticipated that the work would be finished by June 30 and it is not completed, and we do not have the money in the new OWP, the work would need to stop. When the budget amendment is approved in November/December, we can then include the money at that time and then continue work.

Sam Mehta, Contracts Manager, stated that letters would be going out to the subregions and consultants, whose work will continue through next fiscal year, that this potential situation exists until such time that the Governor approves the budget.

Chairman Richard Dixon asked that the letter contain answers to anticipated questions of the Subregions and that the letter should be addressed to the Chair of the COG and the impacted agencies.

Mayor Lee Ann Garcia asked that a report be presented at the next meeting regarding the impact on SCAG for the work that needs completion.

5.4 Caltrans Audit – HDR

Bert Becker gave a brief overview of the HDR contract audit events and appeal process procedures.

Supervisor Judy Mikels asked if any representative of SCAG has been to Washington, D.C., on this matter.

Mark Pisano stated that he has recently been to Washington, D.C., to begin to identify the process and procedure. SCAG will first appeal to the administrator of FHWA and then to the Secretary of the Department of Transportation. If necessary, SCAG may also appeal through to Congress using the Appropriations process.

6.0 FUTURE AGENDA ITEMS

Supervisor Judy Mikels would like to see a report and have discussion on Regional Council, Committee, and Task Force meeting dates and the feasibility of conducting the meetings more efficiently, thus cutting down the number of meetings as a cost saving measure.

7.0 ANNOUNCEMENTS

None

8.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 10:23 a.m.


Bert Becker, Chief Financial Officer
Staff to the Administration Committee